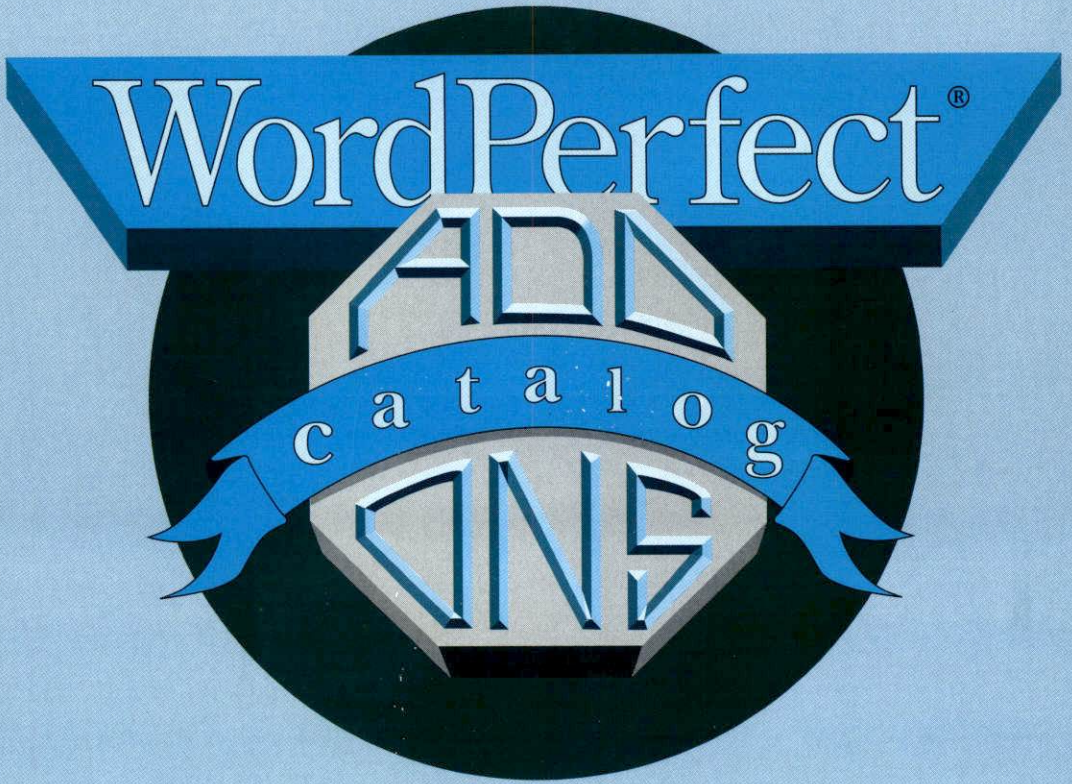
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Table of Contents

Third-Party Products

2,200 Clip Art Images. 23
25 Cartridges in One! 9
Bitstream Starter Kit 11
Cornerstone SinglePage XL 22
Data-Cal Keyboard Templates. 3
EasyTree Wall Charts 18
Grammatik IV 14
Headlines in a Cartridge 8
HiJaak. 24
HP Type Director 16
HP WordPerfect Font Cartridges 17
Microsoft Mouse. 25
PagePak: Expert Page Designs 2
PC Tools Deluxe 20
Perfect Exchange 6
Perfectly Simple 13
Presentation Task Force 12
RightWriter 3.1. 1
Super Cartridge 2WP 10
Teach Me How Videos 4
The Perfect Teacher 21
WORD FOR WORD for WordPerfect 15
WordPerfect ATCs and CIs 19
WordPerfect, The Magazine. 7

WPCorp Products

DataPerfect 26
PlanPerfect. 27
WordPerfect Executive. 28
WordPerfect Library/Office 29

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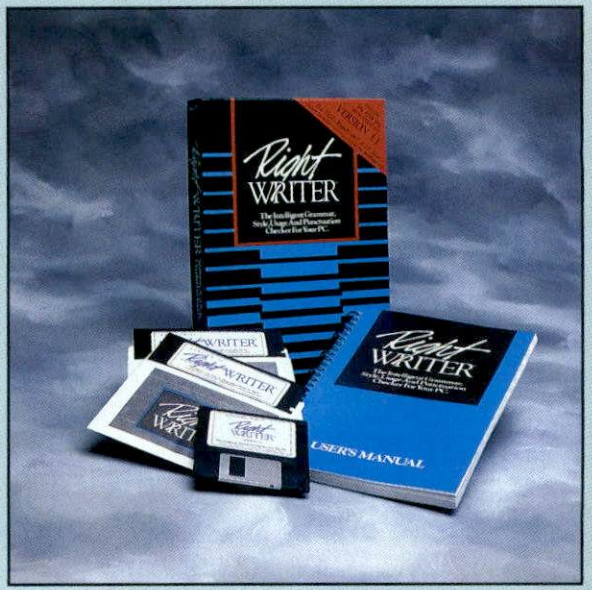
RightWriter® 3.1

WordPerfect® Gives You the Power — RightWriter Gives You the Clarity



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Now, users can run RightWriter from within WordPerfect 5.1 by typing ALT R. This command saves your original document and exits WordPerfect. RightWriter makes a second copy of your WordPerfect document, analyzes it, marks it up and returns the mark up to your WordPerfect screen. Edit your mark up using WordPerfect. Type ALT S to remove RightWriter's comments. RightWriter helps make your writing clear, concise, and powerful. Works on the IBM PC, PS/2 and compatible machines.

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In addition to text, you can add your favorite clip art (fully compatible with MGI's PicturePaks™), spreadsheet or presentation software charts and graphs, or fancy fonts. Plus, PagePaks work with a number of leading desktop publishing and presentation packages and can be edited with top draw and paint graphics packages.

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for WordPerfect®

Data-Cal templates are unique in their make-up. We elected to utilize all the available space on our templates so we could make the legends as large and as convenient to use as possible, thereby making the legends easier to read and the commands easier to find. We have also acknowledged one of the problems of the computer user. We have initiated a stackable mounting system. This system consists of two mounting pins with adhesive pads that are used to attach the pins to the open area at the top of the keyboard. All Data-Cal templates are pre-punched and line up on these pins. This keeps all Data-Cal templates neatly in one place with ready access. Data-Cal templates are printed subsurface on a durable polycarbonate material, this insures that the legends will not be scratched off the surface. Every template comes with a set of mounting pins,

adhesive pads, and mounting instructions. Data-Cal templates can also be custom ordered to your specifications in quantities of 10 units or more, please call for quote. Data-Cal also produces KEYTOP OVERLAYS for WordPerfect, versions 4.2 and 5.0. WORDPERFECT 5.1 KEYTOP OVERLAYS AND KEYBOARD TEMPLATES NOW AVAILABLE. Keyboard templates are $14.95 each and keytop overlays are $14.95 per set.

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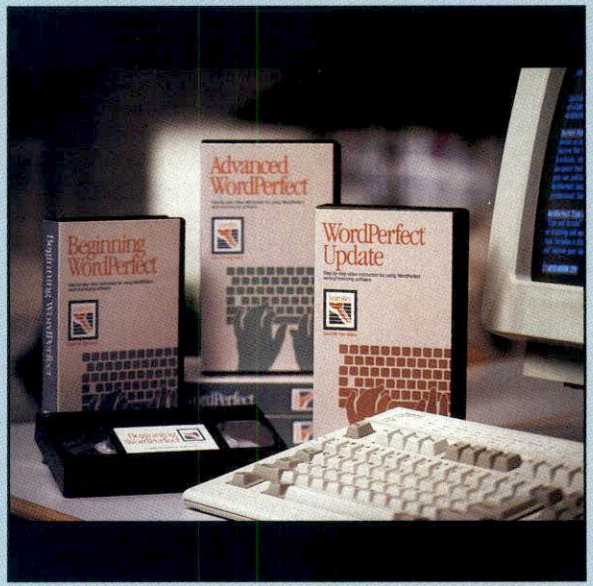
Beginning WordPerfect (2 hrs) features Karen Acerson, author of *WordPerfect: The Complete Reference*. She teaches installation, basic document creation, editing, saving, printing functions, and much more. Having taught hundreds of seminars, you'll enjoy Karen's energetic style and enthusiasm for WordPerfect 5.1.

Advanced WordPerfect (2 hrs) Karen Acerson makes functions like Macros, Math Columns, Styles, Footnoting, Graphics, Speller, and the Thesaurus easy to use and understand. She'll help you become a power user of WordPerfect 5.1.



WordPerfect Update (2 hrs) is a quick way for the experienced 4.2 or 5.0 user to become comfortable with all the new features of version 5.1. With chapters devoted to the changes made to Merge, Tables, and using a mouse, this tape will keep you on the edge of WordPerfect technology.

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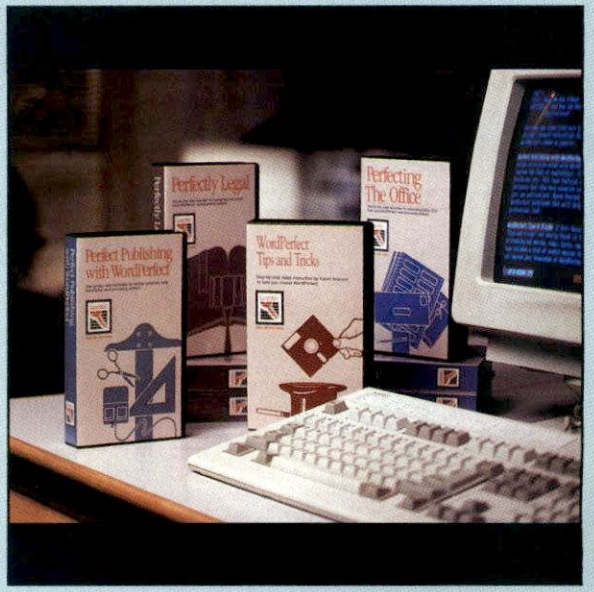
Teach Me How Videos

...and Now the Best Way to Learn WordPerfect Applications!

Exciting new video tutorials from LearnKey feature the same straight-forward instruction that has made Beginning and Advanced WordPerfect videos so popular.

Perfect Publishing with WordPerfect (4 hrs) teaches graphic design principles mixed with WordPerfect tips and tricks to improve the look of newsletters, flyers, letterheads, ads, brochures, etc. This tape features eight professional graphic designers that show many examples and give you great ideas for your own publications. Karen Acerson presents advanced WordPerfect techniques that will help you create that professional look.

WordPerfect Tips & Tricks (2 hrs) Karen Acerson teaches you many "tips and tricks" not easily found in the manual, including tips on blocking and moving, tabs, fonts, macros, and styles. This tape includes a disk of useful macros that will help you cut time and improve your knowledge of WordPerfect.



Perfecting the Office (3 hrs) Certified WordPerfect Instructor Nancy Swenson demonstrates many time-saving tips for automating much of the day-to-day tasks of office management—such as merging name and address files into letters, preprinted forms, envelopes, etc.

Perfectly Legal (3 hrs) is taught by certified WordPerfect Instructor and paralegal Chris Conley. She demonstrates the use of WordPerfect in legal applications and documents—such as depositions, briefs, tables of authorities, etc.

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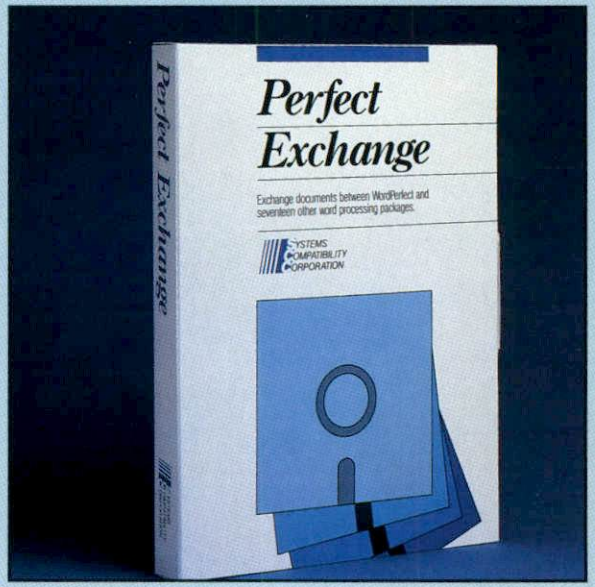
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WordPerfect®, The Magazine

The Magazine for WordPerfect Users

Want to know more about 5.0's celebrated graphics capabilities? Learn about undocumented features? Desktop publishing? DataPerfect, PlanPerfect and other WordPerfect programs? Curious about WP-compatible third-party products? WordPerfect, The Magazine is the place to look.

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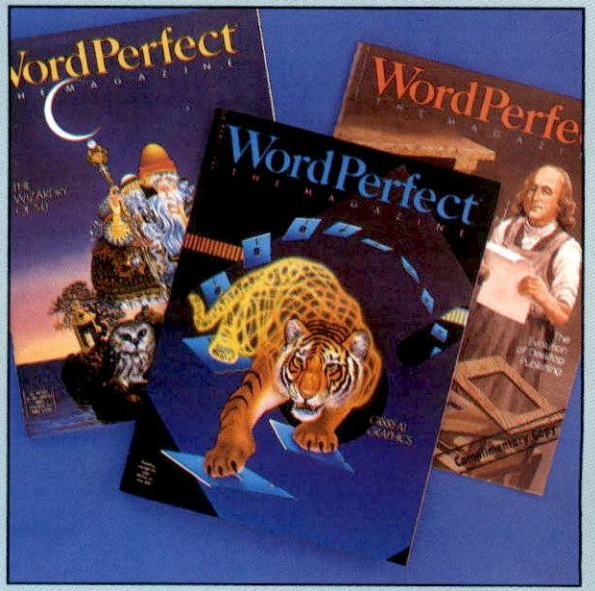

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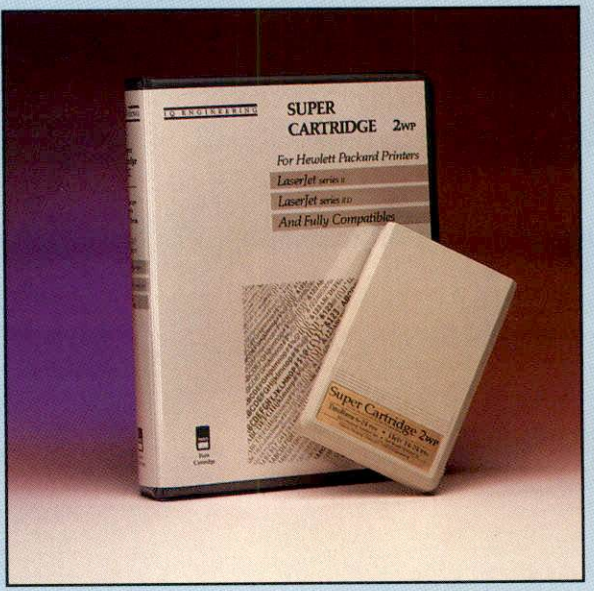

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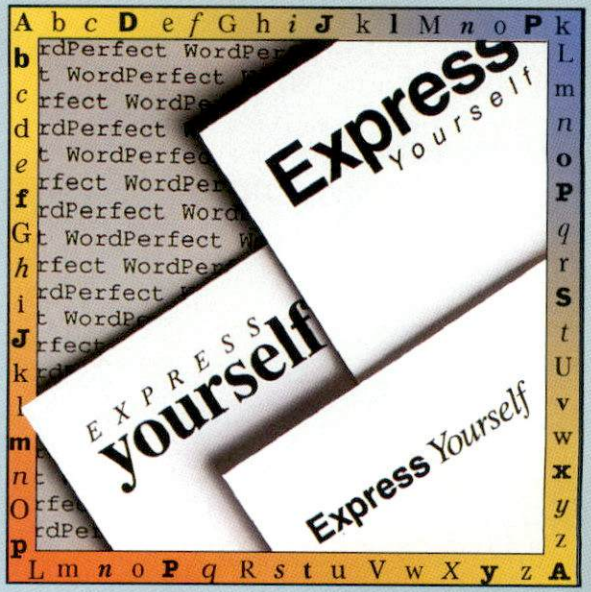
Bitstream provides

- *the highest quality type* ("Top of the line," according to *PC Week*)
- *the best technology* (Fontware was recently picked as *PC Magazine*'s Editor's Choice, beating out Type Director and all others)
- *the largest library* (more than 200 styles)



With Fontware you can easily scale typefaces to any size from 2 to 144 points for most popular printers, including the HP LaserJet Series II and IIP, Canon, and devices using the PostScript PDL. Requires an IBM PC AT, PS/2 or 100% compatible with 640K RAM, a hard disk and DOS 3.1 or higher.

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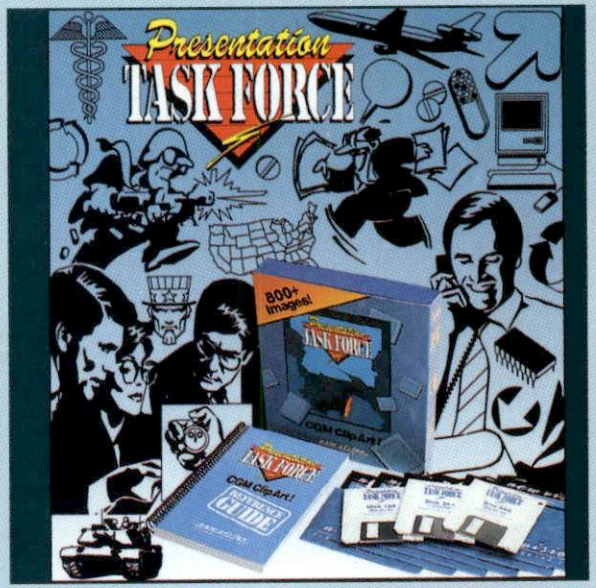

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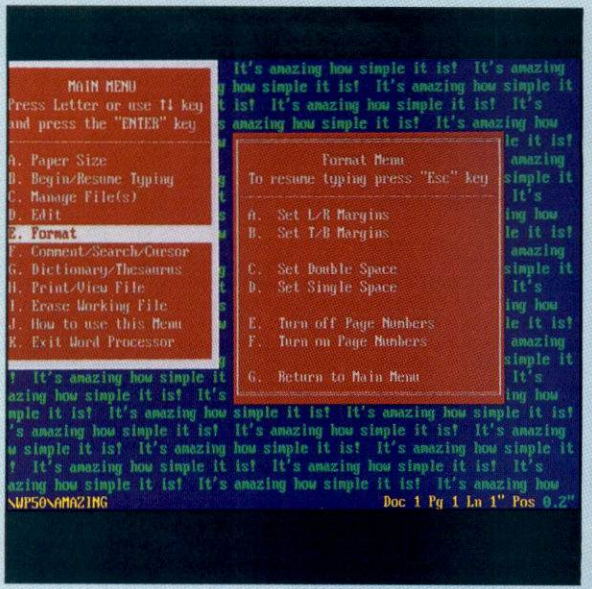
MAIN MENU
Press Letter or use ↑↓ key and press the "ENTER" key
A. Paper Size
B. Begin/Resume Typing
C. Manage File(s)
D. Edit
E. Format
F. Comment/Search/Cursor
G. Dictionary/Thesaurus
H. Print/View File
I. Erase Working File
J. How to use this Menu
K. Exit Word Processor
Format Menu
To resume typing press "Esc" key
A. Set L/R Margins
B. Set T/B Margins
C. Set Double Space
D. Set Single Space
E. Turn off Page Numbers
F. Turn on Page Numbers
G. Return to Main Menu
It's amazing how simple it is! It's amazing how simple it is! It's amazing how simple it is!

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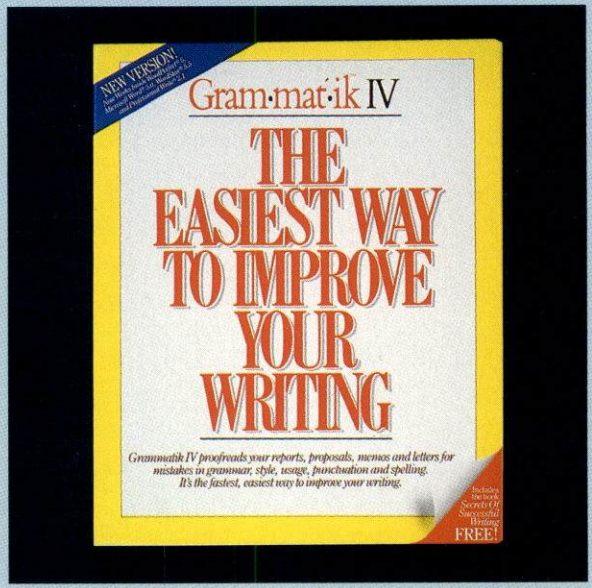
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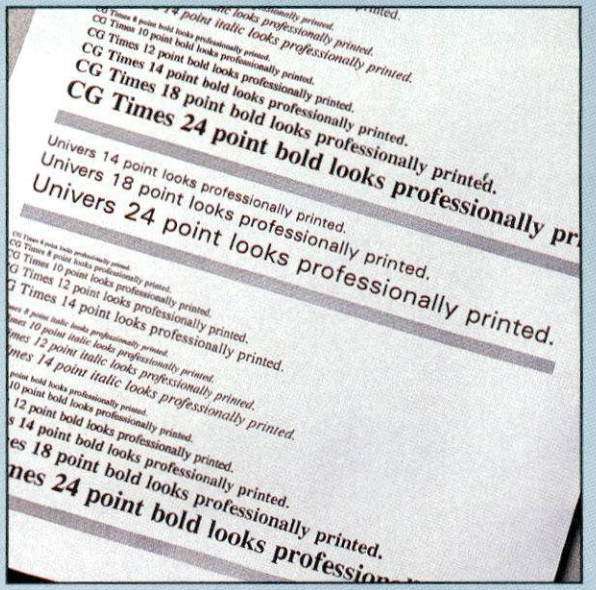
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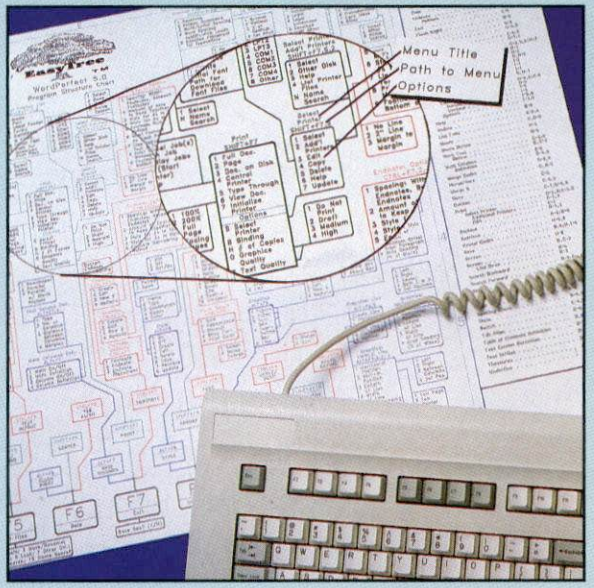

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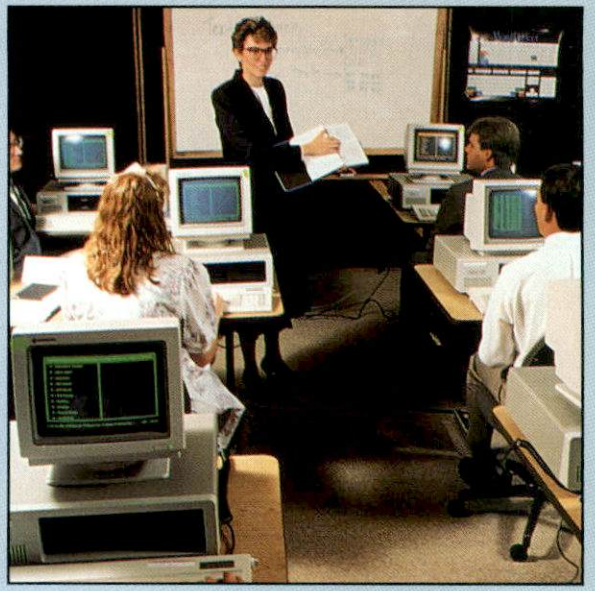

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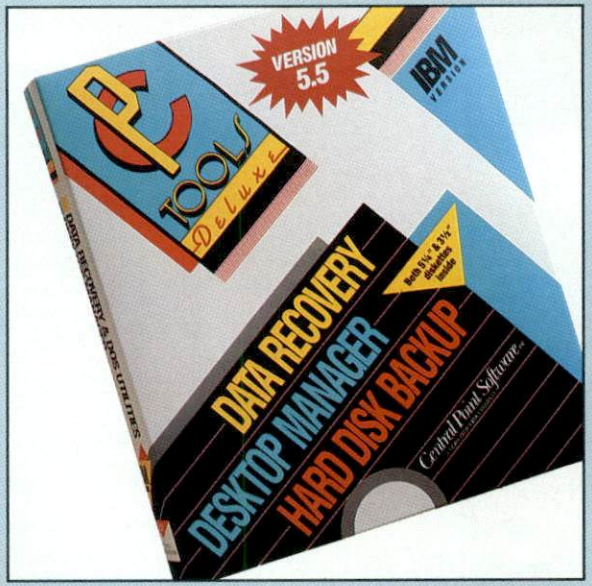

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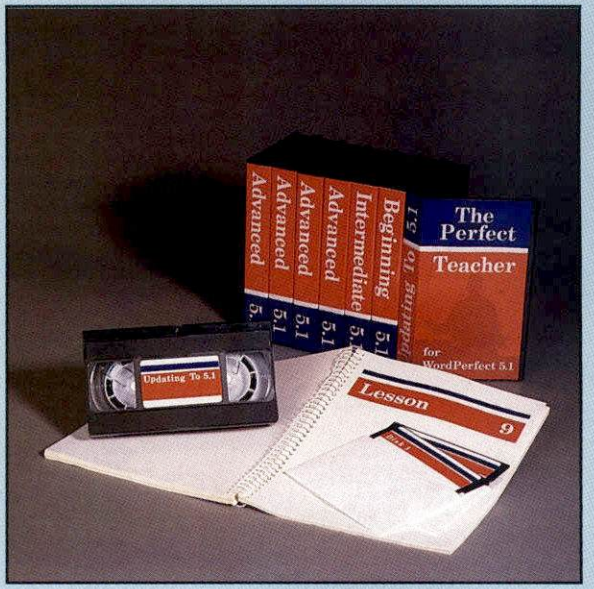

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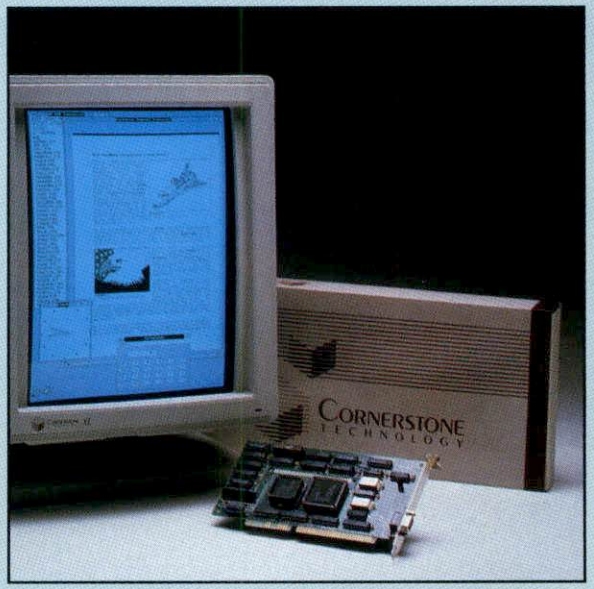

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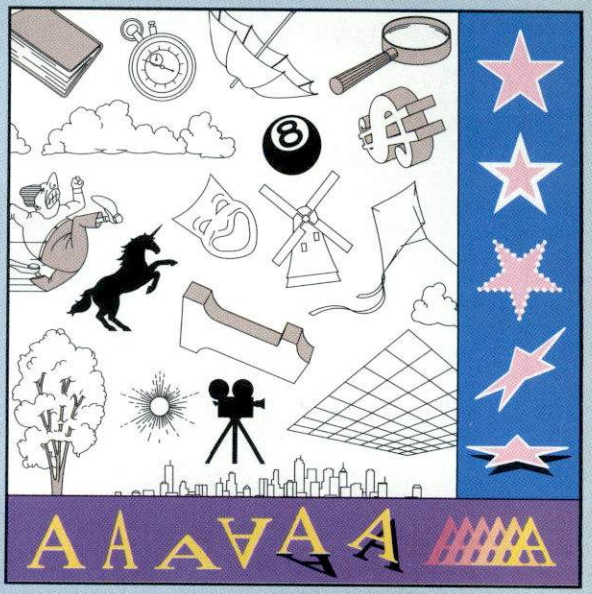

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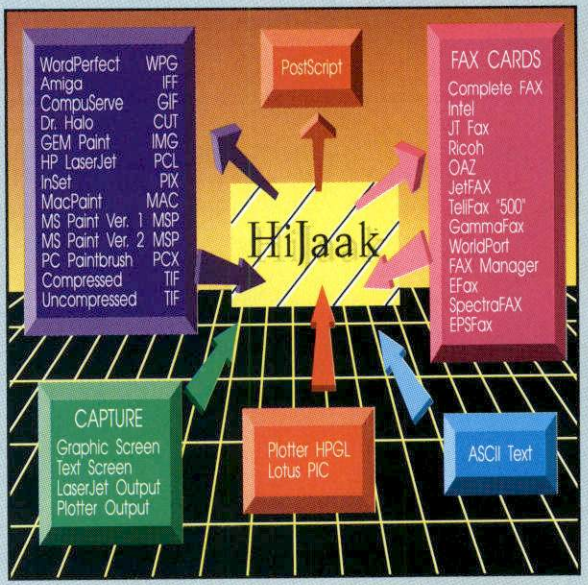

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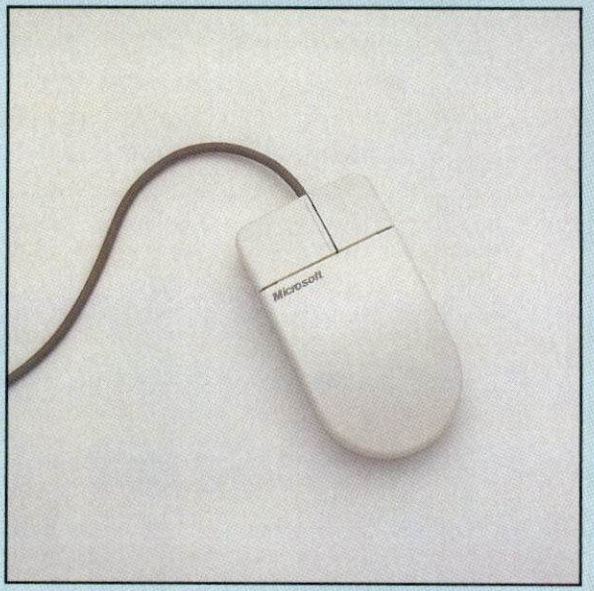

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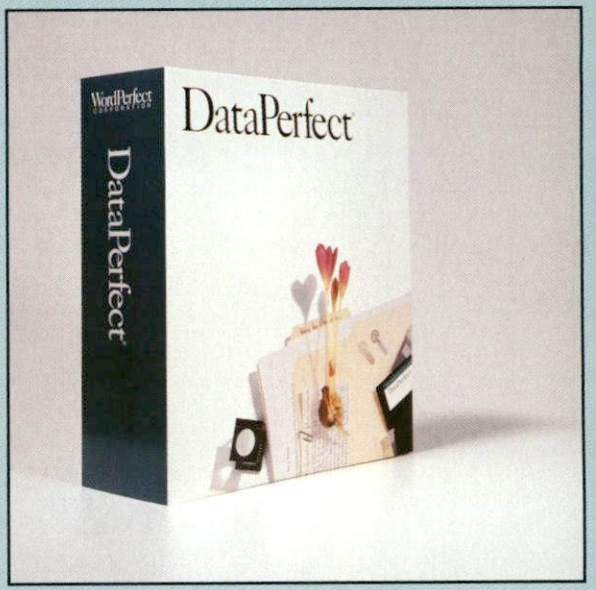
DataPerfect is available for the IBM PC, XT, AT, and close compatibles, Personal System/2, and PC networks. DOS version 2.1 or higher and 192K of memory are required.



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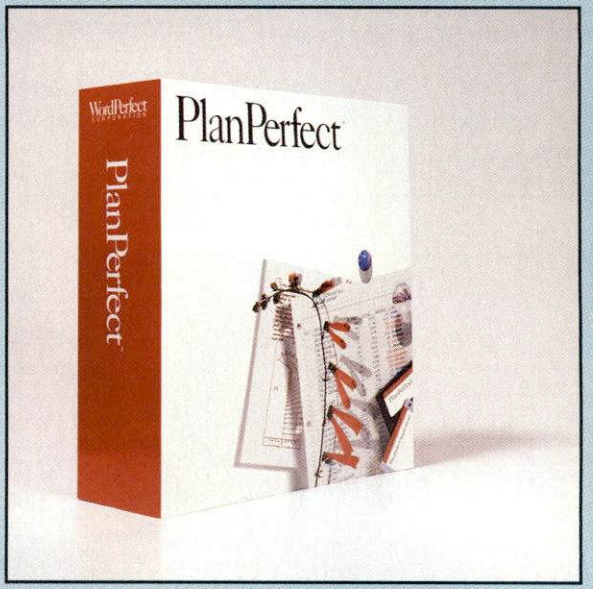
Because it is based on the WordPerfect word processing interface, PlanPerfect is as versatile and pleasant to use as WordPerfect. If you know WordPerfect, using PlanPerfect will be like meeting an old friend. Find out how comfortable a powerful spreadsheet package can be with PlanPerfect.

Versions of PlanPerfect are available for IBM PCs and compatibles, PC Networks, VAX, and Data General platforms. PlanPerfect supports over 15 graphics output devices and over 190 dot-matrix, daisy-wheel, and laser printers. Memory requirement is 256K RAM. DOS version 2.0 or later is required, as are two disk drives or a hard disk.



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WordPerfect Executive™

Laptop computer users, whether they are on planes or in offices, know the importance of speedy operation and clean organization. WordPerfect Executive productivity software was designed with those needs in mind. It contains six integrated programs, connected by a Shell menu that lets you move data from one program to the next. Shell Macros cut time and keystrokes, and many predefined macros come with the program.

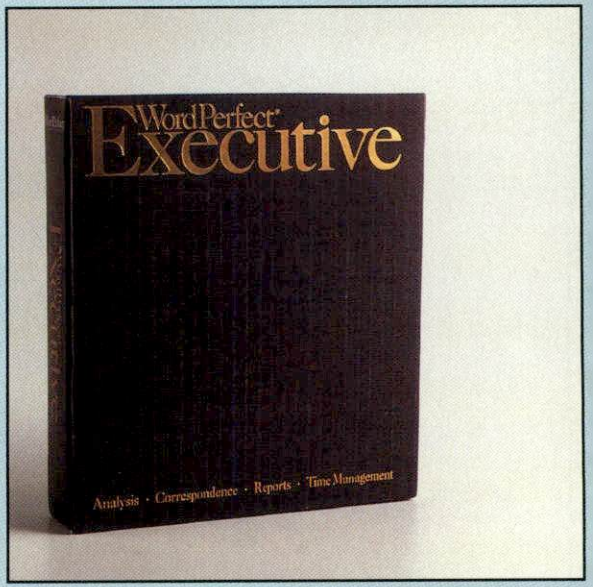
The Appointment Calendar in Executive keeps track of dates, times, meetings, and memos, and will set an alarm to remind you of appointments. Calendar screens are easily printed or added to a document in the word processing program.

Executive includes a word processor similar to WordPerfect 4.2. Documents created in Executive can easily be transferred to WordPerfect 4.2 or 5.0. And WordPerfect 5.0 contains a conversion program that lets you save a document in 4.2 format for quick transfer to Executive.

Powerful spreadsheet features let you create an array of applications, from simple expense reports to complex analyses. A Sort feature allows for simple database applications, and a 1-2-3 worksheet conversion is included.

Note Cards help you sort and store data. A Phone Directory lists information about clients or contacts. The Calculator resembles a standard desktop calculator, and includes a memory register, fixed and floating decimal point, and percent and square root functions.

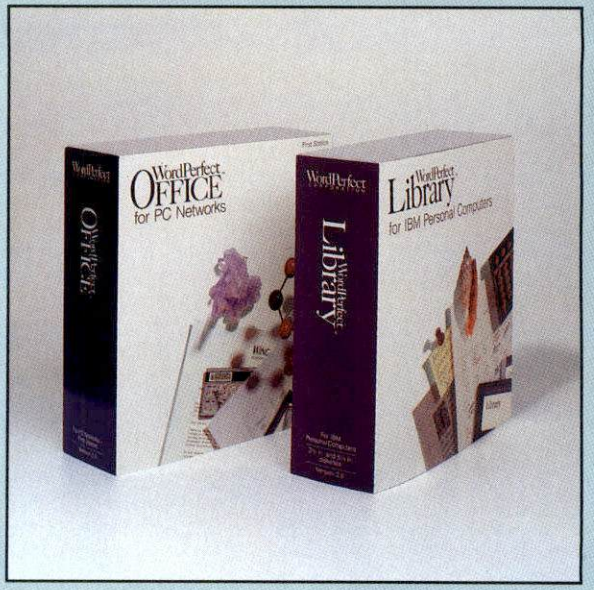
WordPerfect Executive runs on most IBM PC and compatible desktop and laptop computers. 512K of memory, DOS 2.0 or later, and 720K of disk space are required. The disk space can be a hard disk, one 720K drive, or two 360K drives.



For more information, contact WordPerfect Corporation at (801) 225-5000.

WordPerfect Library™ and WordPerfect Office™

WordPerfect Library, a desktop integration and utility program, is designed to enhance productivity. Included in Library are six integrated programs that are compatible with other WordPerfect Corporation products. All programs remain memory resident under a "Shell" program manager, allowing you to switch between programs rapidly and share data easily. The programs are Calculator, Calendar, File Manager, Notebook, Program Editor, and Macro Editor.



The MS/DOS version of WordPerfect Library runs on the IBM PC, XT, AT, Personal System/2 computers, and compatibles. The memory requirement for Shell is 50K. Multiple programs can be held in memory under the Shell. DOS version 2.1 or later and two floppy disk drives are required, though a hard disk is recommended.

WordPerfect Office, a powerful program specifically designed for networks, contains many of the utility programs found in WordPerfect Library, including Shell and Calendar. The program also offers Electronic Mail, Phone Messages, and a Scheduler program. It is currently available for IBM PCs and compatibles, UNIX, and Data General computers.

For more information, contact WordPerfect Corporation at (801) 225-5000.

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